

15 December 1998



Security

VISITOR CONTROL PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the Hurlburt Field Web site at:
<http://www.hurlburt.af.mi/library/oi>. If you lack access, contact 16 LG/CCA at 4-7458.

OPR: 16 LSS/LGLT (MSgt Poindexter)

Certified by: 16 LG/CCA (MSgt Holder)

Pages: 4

Distribution: X

This operating instruction (OI) establishes coordination procedures and responsibilities following notification of incoming visitors in accordance with Air Force Instructions 31-401, 31-501, 31-601, 31-209 and Department of Defense Regulations 5200.1R, 5220.22-R, 5220.22-M.

PURPOSE: This program establishes a local screening process for visit requests which require access to any 16th Logistics Group (16 LG) resource. Resource is defined as any aircraft, equipment, personnel, facilities, or publications under the control of 16 LG.

1. RESPONSIBILITIES:

1.1 Outside agencies requesting access to 16 LG resources should submit a written visit request letter to 16 LSS/LGLT no later than thirty (30) days prior to arrival of visitors. Visiting personnel arriving at Hurlburt Field (HFLD) and not having prior LG coordination will be denied access to LG resources.

1.2 16 LSS/LGLT will input visitor request (via scanner) into an automated system (Local Area Network/LAN) and route an automated package (checklist and request) to the appropriate squadron security manager(s) within two (2) duty days of receipt of visit request.

1.3 Squadron security managers will have three (3) duty days to complete the checklist and forward the automated package to their supervision/commander for visitor approval.

1.4 Squadron supervision/commander will review visit request/screening checklist and approve/disapprove request based on availability of resources, operations tempo for requested dates, etc. The automated package will then be returned to the squadron security manager.

NOTE: The attached Visitor Screening Checklist is a guide to prompt squadron security managers to complete required action items appropriate for that visit and is not designed to apply in full for each visit. Security managers must apply appropriate security measures as the situation dictates.

1.5 Squadron security managers will notify the requestor of approval/disapproval upon receipt of completed automated package and provide requestor with details pertaining to their pending visit (i.e. location, escorts, point of contact, etc.).

1.6 Approved/disapproved packages are returned to 16 LSS/LGLT for coordination by way of the LAN.

1.6.1 Approved packages are maintained by 16 LSS/LGLT in accordance with local directives.

1.6.2 Disapproved packages will be routed via the LAN to 16 LG/CD for further action.

2. PROCEDURES:

2.1 Outside agencies requesting visit will:

2.1.1 Submit written visit requests no later than thirty (30) days prior to personnel arriving on station.

2.1.2 Address all visit requests and associated visit request correspondence to 16 LSS/LGLT.

2.1.3 Ensure the following information is contained on the visit request letter:

2.1.3.1 Requestor's full name, job title, phone number, fax number, and company address.

2.1.3.2 Purpose or justification for visit.

2.1.3.3 Contract number, if applicable.

2.1.3.4. Name, date and place of birth, citizenship, security clearance level, and security certification date of all visiting personnel.

2.1.3.5 Dates of visit.

2.1.3.6. Name and phone number of company's security officer or agency responsible for security clearance issues.

2.1.3.7 List 16 LG squadron(s) or unit(s) that will be visited.

2.1.3.8 Provide name, organization, and phone number of military point of contact.

2.1.3.9 Company cage code or FCS code.

3.1 LSS Security Manager (16 LSS/LGLT) will:

3.1.1 Act as 16 LG focal point for the Visitor Control Program.

3.1.2 Maintain required documents and computer database to effectively track program.

3.1.3 Forward visit request and 16 LG visit request checklist via the LAN to respective squadron(s) within two (2) duty days of receipt of visit request.

3.1.4 Provide computer generated products to 16 LG highlighting information on:

3.1.4.1 16 LG visitor requests awaiting approval by squadrons.

3.1.4.2 Visitors presently on station within the 16 LG.

3.2 Squadron Security Managers will:

3.2.1 Act as squadron focal point for the 16 LG Visitor Control Program. If visitors fall under the purview of the 16 LG Operating Instruction 74-3, Supporting Aircraft/Equipment Modifications and Maintenance, the security manager from the respective unit sponsoring the visit will be responsible for completing the responsibilities set forth within this operating instruction.

3.2.2 Prevent unauthorized access to classified materials by enforcing and applying local and official security directives.

3.2.3 Accomplish 16 LG automated visit request checklist (Atch 1) within three (3) duty days of receipt.

3.2.4 Verify origin of any visit request and authenticate personnel information contained in automated screening package. The DSS web site may be accessed to facilitate verification process.

3.2.5 Properly screen visitors upon their arrival at HFLD.

3.2.6 Provide appropriate authorization documents to the Command Post, 16th Security Forces Squadron (SFS), Base Operations, etc. on behalf of visiting personnel.

3.2.7 If required, escort visitors upon arrival to HFLD until departure, or ensure escorts are assigned and perform this duty.

3.2.8 Determine appropriate security actions based on the information provided by automated visit request:

3.2.8.1 How long will the visitors be on station?

3.2.8.2 Is a contract number assigned and will visitor(s) be working under assigned contract at all times?

3.2.8.3 What is the purpose of their visit?

3.2.8.4 Do the visitors have a valid need to know?

3.2.8.5 What 16 LG resources are visitors requesting?

3.2.8.6 What are the security clearances for each visiting individual?

3.2.8.7 Are visitors requesting escort into controlled areas?

3.2.8.8 Are visitors requesting an authorization letter to gain temporary access to controlled areas?

3.2.8.9 Are visitors requesting AF Form 1199CD for entry into restricted areas?

3.2.8.10 Are visitors requesting authorization to drive their vehicles on the flightline?

3.2.8.11 Are visitors requesting authorization to take pictures within controlled areas?

3.2.9 Notify the requestor of approval/disapproval upon receipt of completed automated package from squadron supervision/commander. Details pertaining to their pending visit will also be covered at this time.

3.3 Squadron Commanders will:

3.3.1 Act as approval authority for all visits/visitors to their squadrons.

3.3.2 Ensure committed resources are available upon arrival of visitors.

KENT A. MUELLER, Colonel, USAF
Commander
16th Logistics Group



16 LSS Plans & Scheduling Squadron Security Manager's Checklist for Screening LG Visit Request



Prepared date: _____

LG Visit Request #:	Support:	MDS:	REMARKS:
	Visit start and stop dates:		Contract No.:

1. The security manager will circle only one response for each question before other squadron representatives sign off the appropriate signature blocks:

- 1.1. Was the origin of the visit request authenticated?..... YES - NO
- 1.2. Was the requestor's name, title, address, phone number, and fax information on the visit request authenticated?..... YES - NO
- 1.3. Were the names for visitors listed on the visit request verified?..... YES - NO
- 1.4. Were the dates and places of birth for visitors listed on the visit request verified?..... YES - NO
- 1.5. Was the citizenship for visitors listed on the visit request verified?..... YES - NO
- 1.6. Were the security clearances for visitors listed on the visit request verified?..... YES - NO
- 1.7. Were the security certification dates for visitors listed on the visit request verified?..... YES - NO
- 1.8. Were the start and stop dates on the visit request verified?..... YES - NO
- 1.9. Was the contract number on the visit request valid?..... YES - N/A
- 1.10. Do visitors have justification for visit to the squadron?..... YES - NO
- 1.11. Do visitors have a valid need-to-know?..... YES - NO
- 1.12. Do visitors require access to aircraft?..... YES - NO
- 1.13. Do visitors require access to support equipment?..... YES - NO
- 1.14. Do visitors require support from personnel?..... YES - NO
- 1.15. Do visitors require access to squadron facilities?..... YES - NO
- 1.16. Do visitors require access to other 16 LG facilities?..... YES - NO
- 1.17. Do visitors require access to squadron publications?..... YES - NO
- 1.18. Do visitors require access to other 16 LG publications?..... YES - NO
- 1.19. Do visitors require escort into controlled areas?..... YES - NO
- 1.20. Do visitors require authorization letter to gain temporary access to controlled areas?..... YES - NO
- 1.21. Do visitors require AF Form 1199C for entry into controlled areas?..... YES - NO
- 1.22. Do visitors require authorization to drive their vehicles on the flightline?..... YES - NO
- 1.23. Do visitors require authorization to take pictures within controlled areas?..... YES - NO
- 1.24. Do visitors require signed agreement with the 16 SFS upon arrival at HFLD?..... YES - NO
- 1.25. Was name, phone/fax number, and organization of a military point of contact on visit request verified?..... YES - NO
- 1.26. Does 16 SOW Command Post, 16 SFS, Base Operations, etc, require copies of authorization documents following the arrival of visitors on station?..... YES - NO

2. Remarks:

3. Squadron Signatures of Authorizing POCs:

- 3.1. Security Manager: _____
- 3.2. Squadron Plans & Scheduling: _____
- 3.3. Maintenance Supervision: _____
- 3.4. Commander: _____ approved or disapproved

4. Fax copy of this checklist to 4-2651 following squadron commander's action.